

# City of Lake City, FL

## Classification Description

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Classification Title: BUILDING OFFICIAL/DIRECTOR OF GROWTH MANAGEMENT

Pay Grade: 18

Department: GROWTH MANAGEMENT

FLSA Status: Exempt

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### **General Description**

This is an administrative and field work position directing and managing the activities of the City Growth Management Department. Under the general supervision of the City Manager, employee is responsible for administrative and supervisory work directing the Building and Zoning activities including inspections, permit issuance and licensing activities. Plans, directs and exercises supervision over the administration of the City Comprehensive Planning and Land Development Regulations and the work of the City's Code Enforcement Officers. Performs other related duties as required and assigned by the City Manager.

### **Nature of Work**

#### **Essential Functions:**

- Inspects buildings and reviews plans in accordance with state statutes and adopted codes. Provides input on City projects.
- Coordinates and executes matters regarding the Planning and Zoning Board and Local Planning Agency
- Directs business tax receipt issuance and sign regulations.
- Interprets building codes, city codes and applicable state and federal regulations. Meets with contractors, developers, architects, engineers and the general public and responds to inquiries.
- Attends various meetings. Prepares written and oral reports. Ensures forms, applications and informational materials are up-to-date.
- Develops code promulgation and interpretations, works closely with the Fire Marshal and Regional Planning Council representatives.
- Directs the planning, reviewing and supervision of departmental policies, department budget, programs, projects, contracts and operations.
- Participates in emergency management during crises, natural disasters, storm events and other emergencies as needed.
- Coordinates and executes matters regarding the City Code Enforcement Board.
- Administers land use/zoning regulations, flood ordinances and approves development plans.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Equipment:** Uses computers for word processing and/or accounting purposes. Uses highly technical computer applications, such as GIS or CAD. Creates and guides implementation of capital improvement plans or programs. Creates plans for and guide implementation of major construction projects.

**Critical Skills/ Expertise:** All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Thorough knowledge of modern construction methods, practices, materials, and equipment as applied to approval of plans and specifications and the inspection of buildings and structures.
- Thorough knowledge of the latest codes, city ordinances, state statutes, and the rules and regulations pursuant thereto affecting the operations and function of the Building Department.
- Thorough knowledge of building, electrical, plumbing, heating, and air conditioning inspections.
- Considerable knowledge of procedures involved in the administration of a municipal code enforcement board.
- Ability to establish and maintain effective working relationships with peers, subordinates, architects, engineers, contractors, general public, public officials, and to enforce building regulations with firmness and tact.
- Ability to apply the principles and practices of organization, personnel, and financial management of the operation of a municipal department.
- Ability to speak effectively in public.
- Ability to compose correspondence and perform other administrative tasks using computer.
- Possession of a valid Florida Driver's License.

### **Minimum Qualifications:**

- Must be certified under F.S 468 as a Certified Building Official/Building Code Administrator and be licensed in the State of Florida. Certification and licensure under F.S.468 and by the State of Florida in multiple categories is preferred.
- Minimum of (5) years' experience operating or assisting with the operation of a Building Department with a minimum of five (5) years management or supervisory experience. An additional (5) years of experience working as an inspector, plans examiner, a construction superintendent or in the construction field is highly desired.
- Any combination of education and experience equivalent to Bachelors or Master's Degree with major course work in engineering, architecture or related field and extensive

experience in building, electrical and zoning code enforcement and inspections work may be considered in addition to the Building Code Administrator license.

- Strong customer service, management, organizational and communication skills required.

**ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Walking
- Standing
- Bending
- Ability to lift over 40 pounds

**Environmental Conditions:**

- Works inside in an office environment

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**